Policy No. 5310

(Ref.) Rules and Regulations No. 5310

STUDENT
   1.0 STUDENT EDUCATION PLAN (K-6), STUDENT EDUCATION
      OCCUPATION PLAN (7-12)
   1.1

     The Board of Education supports and values the creation and implementation of
     Student Educational Plan (SEP) for each elementary student and a Student
     Educational Occupational Plan (SEOP) for each secondary student enrolled in
     Alpine School District. The development and implementation of SEP/SEOP's for
     each student shall follow the guidelines established in Utah Code Annotated 53A-
     1a-106. The Board of Education believes that the collaboration established
     between student, parent(s) and school personnel as a result of the SEP/SEOP
     process encourages a meaningful personalized educational opportunity for every
     student.
Board Approved: December 10, 1996

Rules and Regulations No. 5310 (a)

(Ref.) Policy No. 5310

STUDENTS
   1.0 STUDENT EDUCATION PLAN (K-6), STUDENT EDUCATION
      OCCUPATION PLAN (7-12)
      1.1 Each elementary school (grades K-6) shall offer its students a minimum of
        two SEP conferences per year at which the SEP of the child may be
        established and reviewed jointly by the teacher, parent or guardian, and
        student. This conference may be at the time usually set aside for parent-
        teacher conferences.
          1.1.1   The conference shall include provisions for:
              1.1.1.1 Recognizing the student's accomplishments and
                   strengths.
              1.1.1.2 Focusing upon education goals and progress.
          1.1.2   Assessment data will be used to comply with the provisions in
              1.1.1.
      1.2 Each secondary school (grades 7-12) shall offer its students a minimum of
        one individual and one small group SEOP conference each year. The
        SEOP shall involve the student, parent or guardian, and school personnel.
          1.2.1   A small group conference is a meeting at which students,
              parents or guardians, and guidance counselors and teachers are
              invited to attend and the number of students invited does not
              exceed thirty.
          1.2.2   The conferences shall include provisions for:

1.2.2.1 Recognizing the student's accomplishments and strengths.

1.2.2.2 Focusing upon education and career development goals and progress.

1.2.2.3 Making use of relevant information and assessment data to ascertain accomplishments and progress.

1.2.2.4 Considering graduation requirements and postsecondary goals.

1.2.2.4.1 The student's high school SEOP shall identify an area of concentration (occupational goal) related to the student's postsecondary goal. The area of concentration may include as many as four/five units in a cluster from Career Fields and Career Families of the School To Career Program

1.2.2.5 Attaining workplace skills competencies and job/education placement plans where appropriate.

1.3 The SEOP shall establish by the ninth grade, or soon thereafter, the student's intent towards early graduation and the appropriate planning requisite to achieving early graduation should be that goal.

1.4 Students shall have a current SEOP on file at their junior high/high school. Participation in concurrent enrollment is contingent upon having a current SEOP.

1.5 Prior to grade 11, students must participate in interest and aptitude testing which has been approved by the School Board.

1.6 The SEP/SEOP process shall be planned, monitored and managed by the school administration with a focus upon each student's education and career development.

1.6.1 Administrators, counselors, and teachers shall work toward identifying and obtaining adequate resources, such as time and training, required for successful implementation of SEP/SEOP's.

1.7 The SEP/SEOP may include objectives which are beyond the means or resources of the school. With the objectives stated in the SEP/SEOP should be included activities and means helpful for implementing the objectives. This may include:

1.7.1 Programs available through the school or district.

1.7.2 Resources and activities not available through the district but which must be provided independently by parents and guardians, or by students, or from other sources beyond those of the school.

1.8 Secondary teachers shall receive training regarding their role in assisting in the development and implementation of SEOP's consistent with the in-service training offered by the Utah State Office of Education.

2.0 PRODUCT EXPECTATIONS
- 2.1 The SEP/SEOP file shall be a separate file maintained by the school for each student which shall include the SEP/SEOP's from prior years along with the supporting documents.
- 2.2 The elementary school may adopt a template SEP which sets forth the minimum standard school program, and general guidelines required of all students. The written SEP for each elementary student shall contain:
  - 2.2.1 Evidence of at least two annual conferences involving the student, parent or guardian, and teacher.
  - 2.2.2 The identified accomplishments and strengths of the student.
  - 2.2.3 Education and career awareness/development goals.
  - 2.2.4 Relevant data about the student's progress.
  - 2.2.5 The student's, parent's/guardian's and teacher's responsibilities for managing and monitoring student development.
- 2.3 The written SEOP for each secondary student shall contain:
  - 2.3.1 Evidence of at least one individual and one small group conference each year involving the student, parent or guardian, and school personnel.
  - 2.3.2 The identified accomplishments and strengths of the student.
  - 2.3.3 The student's postsecondary goal.
    - 2.3.3.1 An area of concentration in an occupational cluster or career field related to the student's postsecondary goal.
  - 2.3.4 The student's intention, circa ninth grade, to graduate early and the requisite planning related to that intention if appropriate.
  - 2.3.5 An indication if a course is to be taken for concurrent credit.
  - 2.3.6 Education/occupation plans and job placement as appropriate.
    - 2.3.6.1 The attainment of any workplace competencies.
  - 2.3.7 Any relevant testing that is School Board approved.
- 2.4 The SEP/SEOP file is classified private. The same restrictions and guidelines apply to the SEP/SEOP file as the student's Cumulative Records.

12/10/96